

Clerical and Office Branch
Purchasing and Stores Group
Police Series

ABANDONED VEHICLE SUPERVISOR

02/00 (LBT)

Summary

Under direction, supervise unit accountable for safe and secure custody and reporting of abandoned or unclaimed motor vehicles and contents.

Typical Duties

Develop, implement and direct towing, receipt, storage, inventorying, recording, transfer, disposal and allied administrative activities pursuant to City Police procedures and State regulations. Involves: determining status and character of incoming items, and ensuring evidentiary integrity is preserved as necessary; ascertaining legal rights of property claimants, completing release and auction forms, and relinquishing possession as authorized; coordinate activities with contractors which includes advising on matters such as lot security and litter abatement claims, and verifying storage charges and vehicle identity; testifying in court during civil proceedings to confirm unit records, conferring with City Attorney, United States Customs and other functional interested public officials regarding legal requirements, and exchanging information with representatives of other law enforcement agencies; participating in periodic crime analysis, patrol shift or other similar departmental meetings; overseeing or engaging in inventory control encoding of impounded automotive property or evidence and fixed assets; source document, data file and computer output proofing and correction, scheduled and unscheduled physical inventory audits and discrepancy reconciliation, and auction preparations; requisitioning and maintaining stocks and operational status of unit equipment, tools and supplies; recommending unit budget requests.

Supervise assigned supervisory and non-supervisory employees. Involves: assigning duties, issuing written and oral instructions and checking work for exactness, neatness, and conformance to policies and procedures; guiding subordinates to overcome difficulties encountered in performing duties; evaluating performance and reviewing ratings by subordinates; coaching and arranging for or conducting training and development activities; enforcing personnel rules and regulations, standards of conduct, work attendance and safe working practices; maintaining supervisor-subordinate harmony and resolving grievances; recommending personnel status, organization structure and job design changes; interviewing applicants.

Perform related incidental duties contributing to realization of unit or team objectives as required. Includes: substituting for supervisor or coworkers as qualified and within authorized limits by carrying out specified functions to maintain continuity of ordinary operations, if delegated; providing designated support for projects or activities overseen by higher graded non-supervisory personnel as instructed; explaining and demonstrating work performed to assist supervisor in orienting and training less knowledgeable employees, engaging in assignments pertaining to functions of other positions for training purposes under close supervision; logging activities, and preparing and submitting recurring or special status reports; writing memoranda for department personnel as instructed; keeping tools, equipment and work area orderly, safe, and clean.

Minimum Qualifications

Training and Experience: Completion of high school or General Educational Development (GED) equivalent; plus five (5) years increasingly responsible store keeping and inventory control experience; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Considerable knowledge of: inventory maintenance and control techniques, practices and procedures; commonly used supplies, materials and equipment. Good knowledge of: computerized inventory control systems; office practices and procedures; safe working practices and procedures; supervisory techniques; principles and procedures of record keeping; statutory requirements of property management; pertinent Federal, State and local laws, codes, and regulations to include litter abatement, abandoned and junked vehicles, public auctions, motor vehicle demolishing, transfer of junked vehicles; methods, practices and procedures of law enforcement record keeping. Good knowledge of: computer database software; law enforcement terminology; business English; spelling and arithmetic; pertinent federal, state, and local laws, codes, and regulations; office procedures.

Ability to: develop and maintain record-keeping and inventory systems; enter, transcribe, record, store or maintain information in either written or electronic form; respond to requests and inquiries from coworkers, police officers, other law enforcement officers; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships with those contacted in the course of work; read, interpret and apply local,

state and federal laws and guidelines related to the handling, returning and disposing of property and evidence; testify in a court room environment; prepare reports and maintain records; encode accurately; detect data errors; follow oral and written instructions; classify and maintain various identification records; search files for various criminal histories; interpret and apply applicable regulations governing the release of criminal records; respond to requests and inquiries from coworkers, police officers, other law enforcement officers; enter, transcribe, record, store or maintain information in either written or electronic form.

Skill in safe operation and care of: personal computer or network workstation; generic business productivity, and specialized inventory control and procurement and law enforcement software; common office equipment; basic automotive technician's and material handling equipment and tools; motor vehicle.

Physical Effort and Work Environment: Frequent: standing or walking; moving heavy objects (averaging up to 75 pounds); data entry keying; automotive tool and equipment use. Occasional: exposure to inclement weather; driving through City traffic.

Licenses and Certificates: Texas Class "C" Driver's License or an equivalent from another state.

Special Requirements: Pass rigid background investigation. Subject to call back during non-working hours in response to emergencies or unforeseen circumstances; work flexible schedules, holidays, weekends or mandatory overtime.

Director of Personnel

Department Head

OFFICIAL